# CSPR Data Collection Instructions

Logging In

In order to submit CSPR data through the Neglected and Delinquent (N&D) EdInfo application, an A&A account must be created and approved for all contributors individually (accounts cannot be shared). Directions for how to create an A&A Account can be found here. Next, contributors must request authorization access to the N&D application. Directions for how to do this are found here.

1. The "Administrative Organization" is the Institution name for Subpart 1 subgrantees, or the district or AEA name for Subpart 2 subgrantees.

2. Each user will need to request a role for each facility they work for (e.g. Polk County Juvenile Detention Center).

3. Request the "Update" role.

4. These requests are reviewed and updated manually every day. Any issues with these requests, please contact your Neglected and Delinquent administrator.

5. **NOTE**: Firefox, Chrome or Microsoft Edge are the recommended browsers for EdPortal.

1. From the Iowa Department of Education home page, click on "EdPortal"
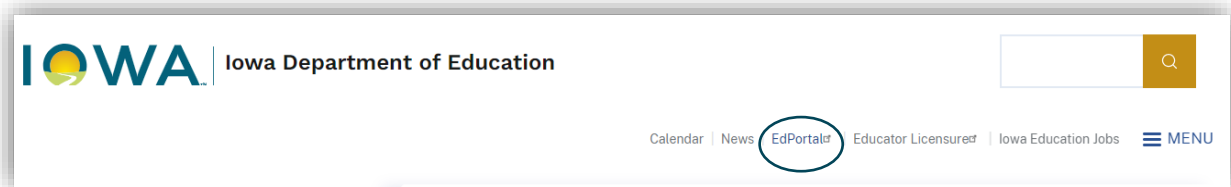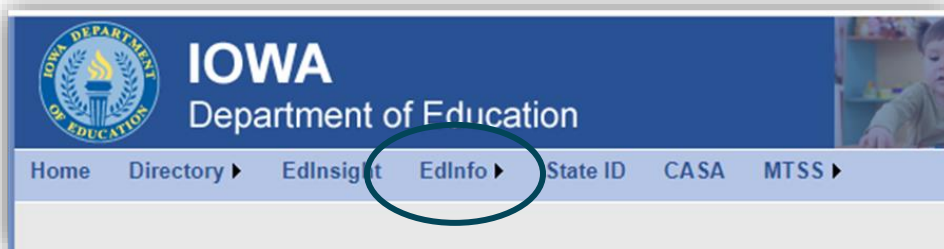

2. Click on "A&A Account Sign-In"
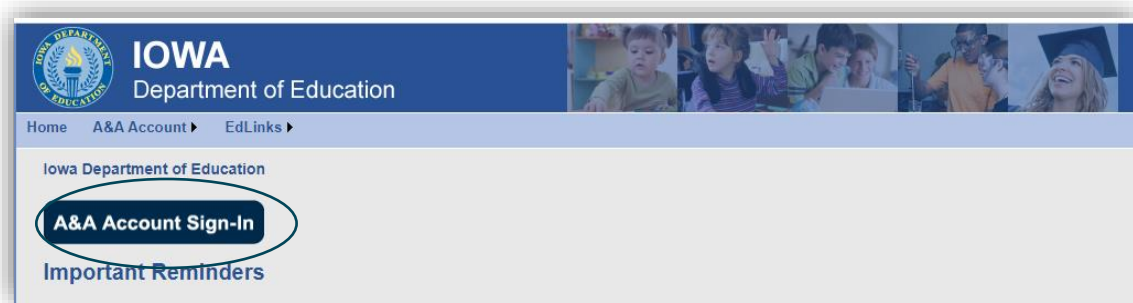
3. Enter the Account ID and password, then click on "Sign In"

4. Once logged in, double check that the correct security organization is identified in the top right yellow dropdown menu. If the user is responsible for multiple facilities, they will need to specify the security organization every time.

5. Select the "EdInfo" drop-down menu.

6. Select "Neglected & Delinquent" from the drop-down listing.
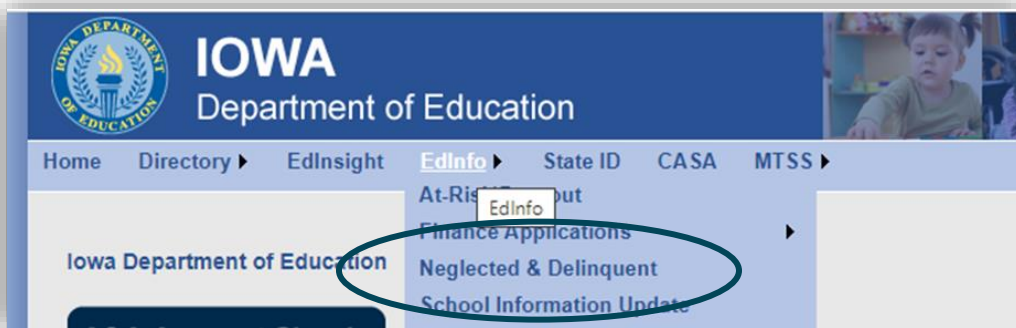
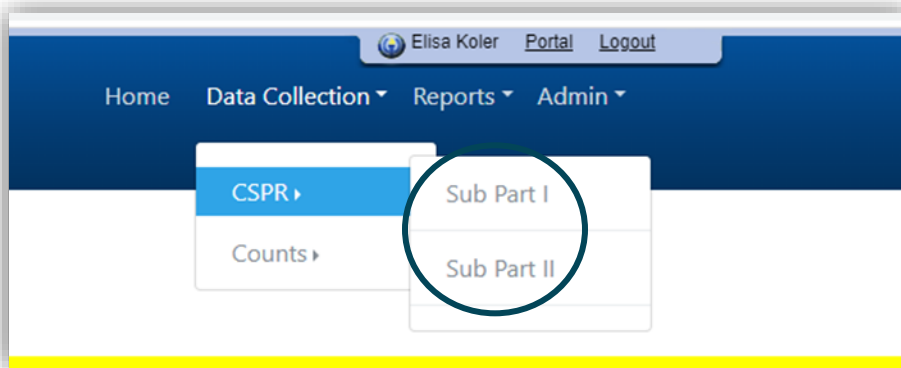# Data Input

1. From the N&D application home page, select the "Data Collection" drop-down menu and click on "CSPR
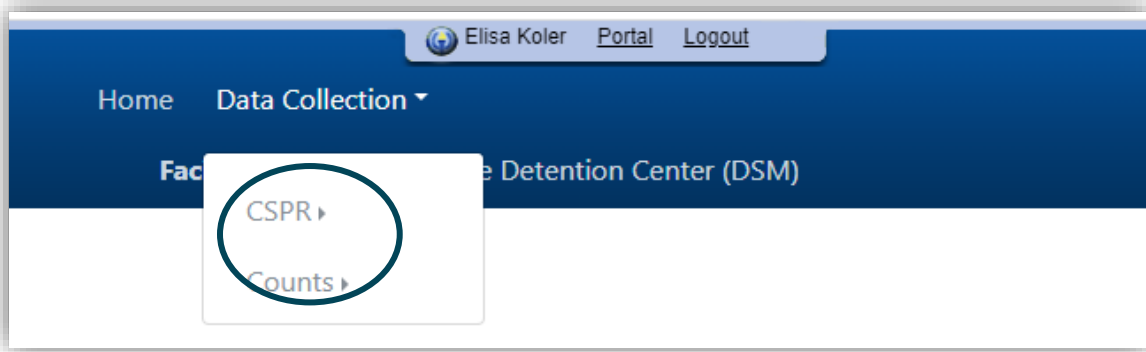
2. Title I Part D has two subsections. State level institutions (Department of Corrections and Health and Human Services) should select "Subpart 1," districts and AEAs should select "Subpart 2"

3. Identify the facility, which are listed in alphabetical order by subgrantee name.

4. Contact information for each facility will be prefilled by the system. The user completing the data entry will need to fill in their contact information and enter the date the educational program started. Once they have entered this information, click on "Save Facility Information"

Reporting Official	
Title	
Email	
Phone	
What date does your educational program start	

Save Facility Information

5. Next, scroll down to "Student Information." Click on "Add New Student" or the arrow next to an already existing student

Student Information

Page Size: 5 Find by Name or State ID: [   ] Search Add New Student

		Last Name	First Name	State ID	Date of Birth	Age as of June 30,2023	Race / Ethnicity	Gender

6. Student demographic information is filled out in the main menu. For each student, provide the following information:
   a. Last Name
   b. First Name
   c. State ID (Department of Education ID preferred)
   d. Date of Birth
   e. Gender (Male, Female, Other)
   f. Race (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, Two or More Races, White)
   g. Comments, if needed (this is where an "Other" gender will be specified)

Entity Name : Heartland AEA   Facility Name : Polk County Juvenile Detention Center   Status :

Institution	Institution Address	Revised Institution Name	Supervising Agency	Supervising Agency Address	Reporting Official	Email	Phone	Program Start Date
» Polk Co Juvenile Detention Center - Meyer Hall (DSM)	1548 Hull Avenue Des Moines 50316	Polk County Juvenile Detention Center	Heartland AEA	6500 Corporate Dr Johnston 50131				

Last Name	First Name	State Id	Date Of Birth	Title I services	Gender	Race	High School Diploma on Entrance	Comments

7. Once the student's demographic information is entered, click on the arrow next to each student's name to input entry and exit dates

	Last Name	First Name	State Id	Date Of Birth	Title I serv
»	Smith	Edward	0	2/14/2007	Yes
»	Fritz	Bill	0	8/14/2006	Yes
»	Whittle	Sara	0	10/28/2008	Yes
»	Boggs	Chris	1234567890	8/10/2009	Yes
»	Chance	First	9087654321	1/10/2007	Yes

8. Entrance and Exit Dates must be completed for all students. The number of days will be calculated automatically using these dates.
   a. If the student was present in the facility before July 1 of the previous fiscal year, put the first day of the current fiscal year (7/1/20XX) as the entrance date.
   b. If the student remained in the facility July 1 or onward into the following fiscal year, put 6/30/20XX as the exit date (20XX is the fiscal year being reported).
   c. The user will also need to indicate whether each student has an IEP or is an English Language Learner.
   d. If the student entered and exited the same facility multiple times, each stay should be entered separately.

	Last Name	First Name	State Id	Date Of Birth	Title I services	Gender	Race	High School Diploma on Entrance	Comments
⌃	Smith	Edward	0	2/14/2007	Yes	Male	White	Yes	

	Entrance Date	Exit Date	Number of Days Enrolled	Long Term Student	Iep	English Language Learner
⌃	7/1/2022	6/30/2023	364	Yes	Yes	Yes

9. For each set of entry and exit dates, click on the arrow next to the entrance date to complete the "Academic and Vocational Outcomes" and "Academic Performance" sections for each of the student's stays in the facility

	Last Name	First Name	State Id	Date Of Birth	Title I services	Gender	Race		High School Diploma on Entrance	Comments
⌃	Smith	Edward	0	2/14/2007	Yes	Male	White		Yes	

	Entrance Date	Exit Date	Number of Days Enrolled		Long Term Student	Iep	English Language Learner
≫	7/1/2022	6/30/2023	364		Yes	Yes	Yes

10. For all students, answer "yes" or "no" for all academic and vocational outcomes: first for the time the student was in the facility, and again for the student's anticipated outcomes in the 90 days after exiting the facility. The user will need to answer the following questions:
    a. Did the student enroll in their local school district? (Post 90 days only)
    b. Did the student earn course credits? (High School only – all other ages OK to put "no")
    c. Did the student enroll in a HiSET program? (formally GED)
    d. Did the student earn their HiSET?
    e. Did the student obtain their high school diploma?
    f. Was the student accepted or enrolled in a post-secondary program?
    g. Did the student enroll in job training program?
        i. Meaning "vocational training, on-the-job training or other recognized job readiness training programs focused on the acquisition of knowledge and skills that prepare a student for employment."
    h. Did the student obtain employment?

Academic and Vocational Outcomes

	Enroll in their Local School District	Earn High School Course Credits	Enroll in a Hiset Program	Earn Their HiSET	Obtain High School Diploma	Accept or enroll in to Post Secondary Education	Enroll in job Training Program	Obtain Employment
While in the facility did the student	N/A	No	Yes	Yes	No	No	No	No
within 90 days after did the student	No	No	No	No	No	No	No	No

11. If the student was in the facility for 90 days or more (known as "Long Term Students), they should be administered a pre test and post test for both math and reading.
    a. Mark "Yes" or "No" for the pre and post test for each subject area
        i. If the answer is "No," provide a short explanation
    b. For each subject area, indicate whether the student's score improved, decreased or stayed the same. Improvement must be specified: either by one grade level or by more than one grade level

Academic Performance

	Completed Pre Test	If no, Explanation	Completed Post Test	If no, Explanation	who completed Pre and post Test, Comment	Achievement Comments
Reading	Yes		Yes		Improvement of more than one full grade level from pre test to post test	
Math	Yes		Yes		No change in grade level from pre test to post test	

12. These entries can be saved and returned to anytime between the opening of the submission window and the end of the submission window.

Data Submission and Certification

Once all data has been entered, the data must be submitted at the facility level, and certified at the administration level. This may require requesting access to the Neglected and Delinquent Application at either the LEA level or the AEA level. Contact the Neglected and Delinquent administrator with any questions.

Certification History

Name	Date	Status	Details
Bala Krishna Gollapelly	10/4/2022 9:15:44 AM	Certified	Reviewed and approved by entity user: Bala Krishna Gollapelly
Facility User	7/21/2022 12:39:18 PM	Submitted	Data entry Completed and submitted for review by facility user: Facility User